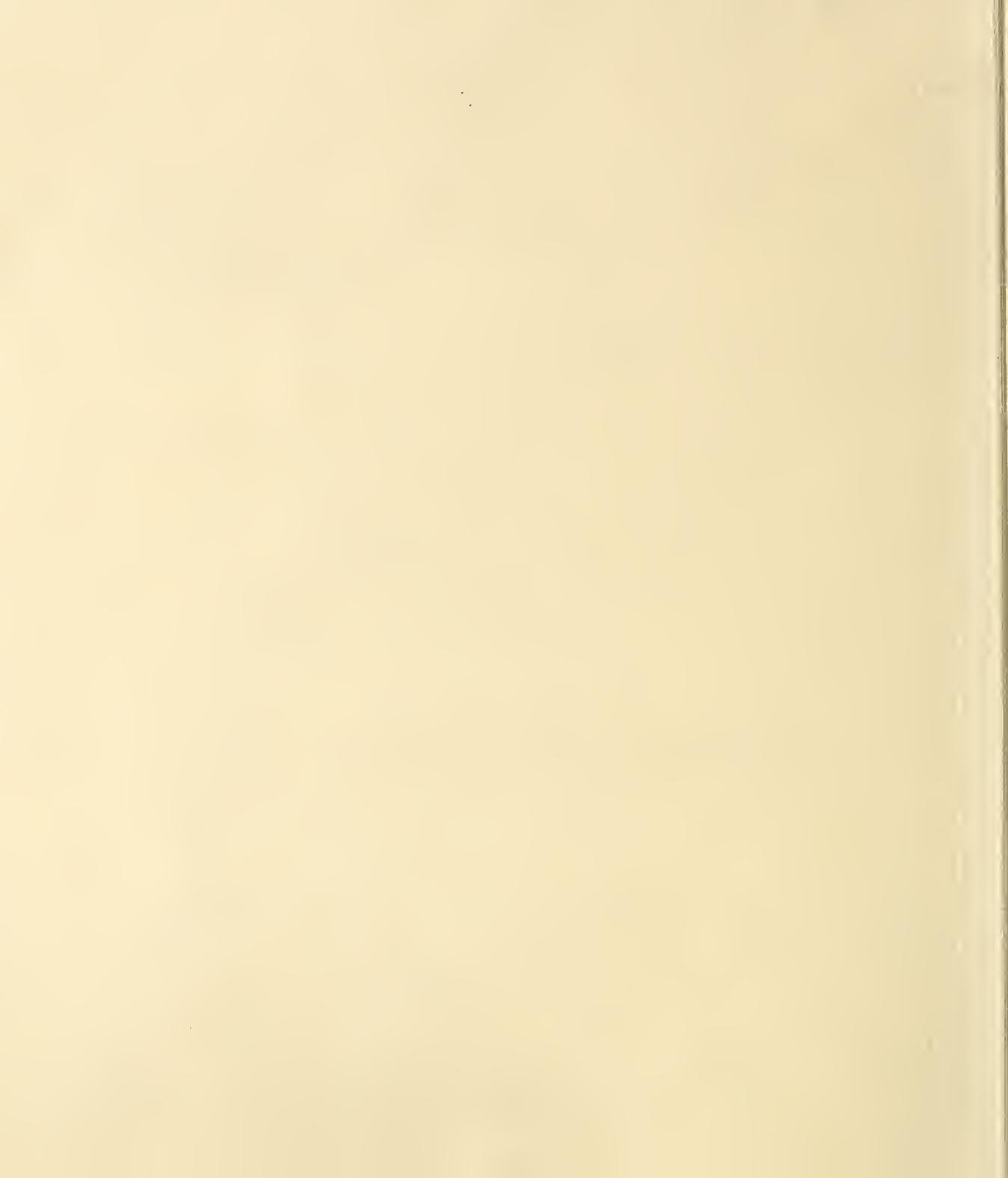


## **Historic, Archive Document**

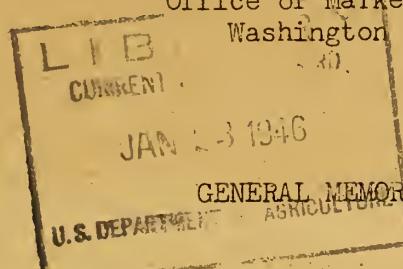
Do not assume content reflects current scientific knowledge, policies, or practices.



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WAR FOOD ADMINISTRATION  
Office of Marketing Services  
Washington 25, D. C.



March 23, 1945

GENERAL MEMORANDUM NO. 39

To: Regional and State Supervisors and Field Offices

From: Henry G. F. Hamann, Chief, Inspection and Grading Division, Dairy and Poultry Branch

Subject: Procedures to be Followed in Rendering Inspection Service to Procurement and Price Support Branch, and Shipping and Storage Branch

General Memorandum No. 38 is Hereby Superseded

The following procedure has been placed into effect by Procurement and Price Support Branch, and Shipping and Storage Branch when requesting inspection of commodities owned by the Office of Supply (CCC):

"When an authorized employee of the Procurement and Price Support Branch determines that an inspection is required of any commodity in the Office of Supply (CCC) inventory, a request for such inspection shall be made in writing and forwarded to the Shipping and Storage Branch. The request shall state (a) the commodity, (b) where located, and (c) lot(s) number(s) if available.

"The Shipping and Storage Branch has agreed that immediately upon receipt of the request for inspection, arrangements for such inspection will promptly be made with the appropriate inspection service and the warehouse. If the inspector requires the services of the warehouse to make the inspection, the Shipping and Storage Branch will issue an appropriate Order for Services to the warehouse.

"The inspection report will be forwarded by the Shipping and Storage Branch to the Procurement and Price Support Branch employee who requested the inspection immediately upon receipt from the inspection service.

"Employees of the Regional Procurement and Price Support Divisions shall forward requests for inspection to the Regional representatives of the Shipping and Storage Branch."

It is assumed that requests for inspections will be placed only after arrangements have been made with the warehouse to furnish the necessary labor. If at any time a warehouse is unable to furnish the necessary labor, the grader shall call the Regional Shipping and Storage representative collect.

Field Offices and Regional Supervisors may accept a telephonic request for inspection but no inspection certificate shall be released until the request is confirmed in writing.

When a request originates at regional levels, the original of the certificate may be mailed direct to the agency placing the request. Field Offices are not to write letters or memoranda of recommendations for disposition. These memoranda of recommendations will all be prepared in the Washington Office.

Two copies of the certificate are to be mailed promptly to this office when the original is sent to the Regional Agency which placed the request.

The original and two copies of the certificate are to be forwarded promptly to this office, and one copy shall be sent to the Regional representative of the applicant agency, when a request is transmitted to you through this office

A handwritten signature in black ink, appearing to read "Harry G. Wamann". The signature is fluid and cursive, with "Harry" on top, "G." in the middle, and "Wamann" on the bottom line.